Minutes from February 9, 2005
CBS Bureau Monthly Communication/Scheduling Meeting

Attendees: NIST: Sarah Tuohy and Sharon Nystrom
NOAA: Steven Brunvoll and Bill Holdsworth
EDA: Ghee Tara
Census: Avis Merkl and Tanya Booth
OS/OAM: Crystal Davis, Kathy Dalh
CSC: Amy Sommerville, Patricia Jackson (facilitator), Sue Masser,
Jerry Rorstrm-Lee, Lynn Wilson, Kristina Ellingson, Karen McBride, and
Lynn Goodrich

Date/Time: February 9, 2005, 10:00 to 12:00 pm

Purpose: User Communication and Scheduling Discussion

Major Topics discussed are summarized below:

1. CBS Master Communication/Scheduling Plan

    a. **Status of the Draft CBS Master Communication/Scheduling Plan -** The delivery dates for the 2005 Initiatives and continuing projects were discussed. See Attachment 1.a Draft CBS Master Scheduling Plan to Include Bureau Implementation. As none of the 2005 initiatives have approved project plans, the dates cited in the Scheduling Plan are estimated dates. During the meeting, the Bureaus indicated estimated dates as to when they would be able to promote the code to their production environments. The Scheduling Plan has been updated to include those projected dates.

    b. **Status of Bureau code in Production** - Patricia facilitated another discussion on the status of the Bureaus production code in an effort to discuss what version of code Bureaus should have implemented in production.

    Attachment 1.b. Part 1 Draft CBS Bureau Configurations was discussed. This document displays the version of code that the bureaus have in production. NOAA indicated a correction was need as their DW and CRS is at version 2.8.0.17. EDA also cited a correction as they were at version 2.9.0.1 for DW and CRS as well as CFS.

    i.   **Discussion on CSC Supported Production Code Version (Previous Code Version)**

    On an as needed, emergency basic, Bureaus will need to ask for a level 1 AR to be developed in an older version of code to match the version of code that they currently have in production, which is not the same as the most recent version of code delivered by the CSC. As this would be a code change it needs to be delivered to all Bureaus, however all Bureaus will be at a different version of code in production. The CSC can

not support building the change for 4 previous versions of code. Thus Patricia facilitated a discussion in an attempt to reach agreement on one previous version of code that the CSC would be able to support. This version number would change every month and would typically be the version before a major delivery that the Bureaus would encounter delay in promoting to production. Given the current planned code delivery schedule and the delay that the Bureaus are projecting in promoting this code, there is a real need for agreement on a CSC supported production code version. The proposed schedule and production code version is defined below:

> As of 1/31/2005, version 2.8.0.23
> As of 2/28/2005, version 2.10.0.12
> As of 3/31/2005, version 2.10.0.XX Feb Deliveries as of Feb 14th
> As of 4/30/2005, version 2.11.0.0 Feb Maintenance.

Bureaus expressed concern as this logic would mean that they would need to synchronize the versions of code that they promoted so that they would be at the same version. Patricia explained that this would mean that they would probably have to catch up to the version by promoting additional levels 1 ARs. Currently, Census which is the farthest away from the proposed CSC supported code version of 2.8.0.23, is about 6 level 1 ARs behind. Bureaus were asked to review the proposal and offer alternatives as this discussion would become a standard topic each month. As each month, agreement would be needed on the version of code to support for that month.

The CSC Supported production version of code is also displayed on Attachment 1.b. Part 1 Draft CBS Bureau Configurations and will be updated weekly based on these criteria and published on the web by TSD. The web location is as follows: http://www.camsic.osec.doc.gov/design/designdocs.htm and the link **Supported Technical Environments**.

ii.   **Discussion on Evaluating and Determining a Color Rating for the Status of Bureau Code in Production**

Based on the discussion as to the color status, each of the bureaus are in the yellow color status, except for EDA which is in the black. The color code status proposed was as follows:
black – (Bureaus are at the appropriate version of code in production) As of Jan 31, Version 2.8.0.18 or higher
yellow – (Bureaus are at not at the appropriate version of code in production) As of Jan 31 between versions 2.8.0.0 and 2.8.0.17.
red - (Bureaus are at significantly behind in their version of code in production. This status would warrant a discussion at the Program Managers and Executive Board Meetings) As of Jan 31 any version older than or equal to version 2.7.0.13.

This color code status which is also displayed on Attachment 1.b. Part 1 Draft CBS Bureau Configurations will be updated weekly based on these criteria and published on the web by TSD. The web location is as follows: http://www.camsic.osec.doc.gov/design/designdocs.htm and the link **Supported Technical Environments**.

Census expressed an interest in having Attachment 1.b. Part 2 Draft Discussion Document CBS Deliveries and the Applications Impacted published on the web and maintained weekly as well as it defines the Contractual Rework Period for each AR. Census indicated that this would give them a target date by which to complete their testing efforts. This request is being considered by the CSC. Patricia explained that the Contractual Rework Period is still in the discussion stages and has not been approved.

2. AR Status and Process

A. CSC Status of ARs, Maintenance, Major Projects

a. **Status of the 2005 Initiatives and Continuing projects -** The status of the 2005 Initiatives and continuing projects were discussed. See Attachment 2.A.a. CSC Project Status as of Feb 8, 2005.   The overall status of CSTARS was included in this discussion. Patricia noted that Bureaus were going to be asked to develop their deployment plan using the CSC deployment plan as a guide and Ken Pooton added that he would be sending an excel file to the Bureaus that they could use to create their deployment plan.

b. **Processing status of Current ARs** – Attachments 2.A.b. Status of Level 1 ARs as of 2/8/2005 was distributed to communicate the status of the 18 current level 1 ARs, 2 of which are rework ARs.

c. **ARs delivered in January** - Attachment 2.A.c. Level 1 Activity for January 2005 communicated that 47 level 1 ARs were delivered or closed unchanged during the month January.

d. **February 15 Maintenance Release** – Patricia indicated that the February Maintenance release will contain 17 CFS ARs, 1 DW AR, and 3 CPCS ARs.

B. CSC Standard Maintenance Process

a. Patricia indicated that a subcommittee meeting would be scheduled to discuss the April Maintenance Release and the proposed revised approach for maintenance releases.

C. CSC Level 1 AR Process

a. Bureaus were asked to test the New AR Report, all Open ARs by Module (Attachment 2.C.a), which is located at the following web location: http://www.camsic.osec.doc.gov/design/designdocs.htm

b. Patricia reminded the Bureaus that the CSC is being more critical in their evaluation of level 1 ARs and asked the Bureaus Representatives to support this effort.

Open Action items:

Description	Responsibility	Target Date
Action Items from Nov 9 meeting		
1. Evaluate AR form and provide recommendations for improvement.	Bureaus	Next Meeting As Time Allows
2. Determine CSC Supported Code Version, Yellow and Red Code Version	Bureaus/CSC	CSC will communicate final decision
3. Modify report distribution POC's	CSC	Completed – Implementation in process – Bureaus asked to test report and provide response. Report is in a zip file on the web.
4. Decide on best alternative to provide bureaus with comprehensive AR report sorted by module and number.		
5. An e-mail communicating the report changes will be sent to the individuals receiving the reports.		
6. Organize subcommittee for level 2 AR's	Bureaus/CSC	First meeting is being planned for April Maintenance Release
7. Communication Plan	CSC/Bureaus	TBD
8. CBS Master Scheduling Plan	CSC/Bureaus	TBD, Draft has been developed
Action Items from Dec 8 meeting		
9. Related to the Sub-committee approach being evaluated to discuss the maintenance delivery, the CSC will provide track/maintain and provide explanations as to why certain priority ARs do not make the maintenance delivery. In addition the CSC will copy Committee members on AR issues sent to the AR contacts.	CSC	E-mail Copy – Will be implemented immediately. Track/maintain and provide explanations - TBD
Open Action Items from Jan 12 meeting		
10. Provide names of those with authority to sign off on ARs	Bureaus	TBD
Open Action Items from Feb 9 meeting		
11. Look into maintaining Attachment 1.b. Part 2 Draft Discussion Document CBS Deliveries and the Applications Impacted published on the web	CSC	TBD
12. Review proposed schedule for CSC supported production code version as well as color codes for Bureaus production status and provide alternatives.	Bureaus	Next Meeting